



2006 KEEP LINCOLN & LANCASTER COUNTY BEAUTIFUL
NEIGHBORHOOD CLEANUP GRANT
APPLICATION GUIDELINES



Questions? Call Harry Heafer, 441-8035, fax: 441-3890; hheafer@ci.lincoln.ne.us
Keep Lincoln & Lancaster County Beautiful, 3140 N Street, Lincoln, NE 68510
www.ci.lincoln.ne.us/city/health/environ/klcb/index

I. GENERAL INFORMATION

The purpose of this program is to promote a cleaner environment among community neighborhoods. Neighborhood Cleanups are designed to assist neighborhoods in getting rid of junk that might otherwise be hard to dispose of. The goal is to create a clean neighborhood year-round, not just a once a year cleanup. **Much of what is collected during a cleanup is material that can be set out with one's regular trash, including brush or tree branches. Please encourage residents to do this as much as possible before your event.**

ABSOLUTELY NO HOUSEHOLD GARBAGE OR YARD WASTE IS PERMITTED AS PART OF A CLEANUP.

Two applications are enclosed.

The **Neighborhood Association Cleanup Grant** (yellow form) funds are budgeted by the city and cover the major cleanup expenses (roll-off rental, landfill gate fees, etc.).

The **Keep Lincoln & Lancaster County Beautiful Cleanup Mini-Grant** (ivory form) funds come from the Nebraska Litter Reduction and Recycling Fund managed by the Department of Environmental Quality. These are smaller grants that **may be awarded ONLY if your neighborhood cleanup includes picking up litter along the streets, curbs, alleys and sidewalk areas in your neighborhood.** This must be clear in your application that you will be picking up loose litter from the streets. Just doing a neighborhood cleanup does not automatically qualify you for a Mini-Grant. Photographs **MUST** be provided documenting the litter cleanup. **If no pictures are provided, the grant amount will be reduced.** Please read the information with the mini-grant application carefully. Neighborhood Associations do not have to do this Cleanup Mini-grant if they so choose.

Your neighborhood cleanup must incorporate a waste reduction plan in order to receive funding. This means **recycling of all items possible rather than disposal.**

II. PROGRAM SCHEDULE

February 2006: Grant applications mailed to Neighborhood Associations

March 1, 2006: Completed grant application deadline.

March 31, 2006: Grant applications awarded and notifications sent to the Neighborhood Associations.

July 31, 2006: Absolute deadline for all paperwork. The Grant Expense Report and Final Report Forms must be submitted as soon as possible after the cleanup to allow for timely payment. All bills must be submitted by July 31, in order to be paid by your grant. **Bills received after July 31 may be the responsibility of the Neighborhood Association.** Ask contractors to send bills directly to the above address and to include your association's name on the bill.

III. BASIS OF AWARD

Associations must plan, organize and implement the cleanup efforts. Each application will be reviewed with the amount of award based on the following.

- A. Efforts to reduce the amount of waste, avoid brush in rolloffs
- B. Efforts to recycle materials
- C. Removing illegal signs from utility poles and street right-of-ways.
- D. Cleaning up miscellaneous litter along the streets, curbs, alleyways and public spaces in the neighborhood
- E. Use of the most cost effective methods (ie: rolloff dumpsters, etc)
- F. Solicitations of donations and/or in-kind contributions
- G. Innovative techniques used to accomplish the cleanup
- H. Previous experience and successful volunteer participation

IV. DISTRIBUTION OF FUNDS AND COST ACCOUNTING

Cleanup Grant Expense Report form **MUST** be used to itemize your receipts. Submit receipts with the Final Report Form within two weeks after completing your cleanup.

If renting equipment (roll-off dumpsters, trailers, etc.) ask them to send bills directly to the Health Department, Attn: Harry Heafer, 3140 N Street, 68510. Have them **include the neighborhood association's name on the bill**. This speeds up payment and avoids late charges. **The intent to rent equipment must be shown on the application for the expenses to be paid.** If a decision is made to rent equipment after the application has been submitted, please call Harry Heafer at 441-8035 prior to renting the equipment.

A minimum two week processing time is required for payments. The City of Lincoln is not responsible for late charges due to bills being submitted late.

All bills must be submitted by July 31 at the latest. Bills not submitted in time become the responsibility of the Neighborhood Association.

Use of roll-offs are more cost efficient. Due to budget cuts, no public works equipment may be used this year, only roll-off containers. Wood chippers are excluded this year as well.

Unauthorized expenses or activities which generate expenses exceeding the amount awarded shall be the responsibility of the Neighborhood Association.

The City of Lincoln will not pay for landfill charges related to banned items (see list in this packet).

V. DESCRIPTION OF SERVICE

Authorized expenses under the Neighborhood Association Cleanup Grant include costs directly attributed to transportation and disposal of material.

A. Authorized Expenses

1. Roll-off boxes
2. Landfill gate fees
3. Rental of other equipment (trailers, etc.) **Wood chippers may not be rented this year.**

PLEASE NOTE: PUBLIC WORKS EQUIPMENT MAY NOT BE USED THIS YEAR DUE TO THE REDUCTION IN FUNDS AVAILABLE TO PAY FOR THE NEIGHBORHOOD CLEANUPS.

B. Unauthorized Expenses (examples-please call if you have a question)

1. Meals or refreshments
 2. Printing costs
 3. Advertising
- (The KLLCB Mini-Grant may be used to defray these costs if qualifying for this grant.)

If you have any questions on whether a certain expense is allowable, please call for clarification.

VI. GRANT EXPENSE FORM AND FINAL REPORT FORM

Upon completion of your cleanup, fill out the Grant Expense Report Form (mustard yellow) (sent to you with your grant confirmation) and submit with any bills not already submitted for payment.

The Final Report Form (green) will be sent with your grant confirmation and must be returned **with pictures** before the KLLCB mini-grant can be paid.

Photographs need to be taken to document your cleanup efforts. Submit them with the Final Report Form. Digital pictures are fine and encouraged. They may be emailed as well to: hheafer@ci.lincoln.ne.us. **The KLLCB Mini-Grant will be reduced in amount if no pictures are included to document the litter cleanup of the streets in your neighborhood.**

VII. USING ROLL-OFF DUMPSTERS

Roll-offs are the most economical approach for conducting a neighborhood cleanup.

A recommended size is a 30 yard roll-off with rear doors to allow easier access for loading. If you need assistance in determining the number of roll-offs your neighborhood might need, please call Harry Heafer at 441-8035.

Please discuss all details regarding use of roll-offs with the roll-off company. (Expectations for length of use, delivery time and location, when will they start picking them up, the latest they want to pick up a roll-off, etc.) Some companies will suggest having fewer roll-offs as they will haul them off as they fill up (Bluff Road Landfill is only open until 1:00 p.m. on Saturdays) providing an empty one each time. This helps reduce the space you might need for setting up roll-offs. Ask the representative/owner to visit the site you want the roll-offs located to make sure the site is adequate.

Guidelines for using roll-offs:

Roll-offs should be placed on private property, on the right-of-way between the curb and sidewalk, or in a parking lot (get permission first). Roll-offs should not be placed on the street. They must not block the sidewalk. If placing a roll-off in a city park parking lot, you must call the Parks and Recreation Department at 441-8259 a week prior to your cleanup. Avoid placing roll-offs along a busy street so they don't attract banned items. Roll-offs should not obstruct a driver's vision at an intersection.

It is recommended that roll-offs be arranged for one day only. If roll-offs are left longer they become an attraction for others to dispose of items that might be hazardous or banned. Discuss with the company in detail when the roll-off will need to be picked up.

Staff the roll-offs and give that person a list of acceptable items to avoid problems with banned items being deposited. Provide them with a list of other roll-off locations too, if applicable. Most items people throw away can go with their regular trash service. Encourage residents to use their regular trash service for cleaning up their property.

Prior to your cleanup publicize items that are **NOT ACCEPTED** (tires, paint, chemicals, oil, batteries, grass or leaves, unidentified containers of waste, appliances, etc.). Post this list on or around the roll-offs. Refer to the information from the Household Hazardous Waste packet of materials to direct people how to properly dispose of items not accepted through the neighborhood cleanup. The packet of information will be sent with your grant confirmation.

Brush and small branches do not make good wood chips therefore, collecting brush is discouraged. Brush and small branches may be tied in bundles and disposed of with one's regular household trash. If you feel that you must allow brush to be collected, one or more roll-offs must be dedicated for brush only, depending on how much brush your neighborhood might have. No other trash may be placed in a roll-off with brush. **A brush coupon must be used when dedicating a roll-off to brush to avoid having to pay the landfill gate fee.** Please see the section on Brush for more information and details regarding the Brush Coupons.

Please check in the yellow pages under GARBAGE for a list of companies that rent roll off containers. It is strongly recommended to request 30 yard roll offs. Be specific on date and delivery and pickup times.

VIII. CITY PERSONNEL AND EQUIPMENT

NO CITY PERSONNEL OR EQUIPMENT MAY BE USED THIS YEAR DUE TO BUDGET CUTS.

IX. ITEMS BANNED FROM LANDFILL

The following items are banned from the landfill. City personnel are not allowed to pick up any of them. Information on their proper disposal follows. If you have further questions please contact the Lincoln-Lancaster County Health Department for information on their proper disposal (441-8040).

Household garbage or Household hazardous waste such as oil, chemicals, batteries, paints or unidentified containers of waste, yard chemicals, etc;

Appliances such as stoves, refrigerators, freezers, washers, dryers and air conditioners, de-humidifiers, hot water heaters;

Yard waste such as grass clippings and leaves

Tires

X. ALTERNATIVES FOR ITEMS BANNED FROM LANDFILL

HOUSEHOLD HAZARDOUS WASTE COLLECTIONS All collections run 9:00 a.m. - 1:00 p.m. unless otherwise noted. Informational packets will be included with your grant confirmation information. If you have questions about a HHWC or about types of items accepted at a collection, please call 441-8040.

Saturday, April 22, 2006
State Fair Park-4-H Building

Saturday, May 20, 2006
Pfizer, 601 W. Cornhusker
Includes Latex Paint Exchange for
good useable latex paint only.

Friday, June 10, 2006
Nebraska Wesleyan, 56th &
Huntington

Saturday, Sept 9, 2006
Goodyear Tire & Rubber
4021 N. 56th St.

Saturday, October 14, 2006
State Fair Park-4-H Building

Individuals should be responsible for their own materials. We do not recommend that anyone collect and store solvents, mercury products, pesticides, or items containing PCB's for a HHWC. If on the date of a HHWC someone in your neighborhood needs assistance in getting things to a collection, neighborhood volunteers could be used to provide assistance. Additional information on proper disposal of household hazardous waste will be included with your grant confirmation information. We encourage you to regularly include information about these materials in your neighborhood newsletter. A brochure with the complete dates listing what is accepted will be in your packet.

TIRES

Tires are recognized as being a problem for neighborhoods. Unfortunately, funds are not available to pay for a large tire collection. Our educational efforts are aimed at getting citizens to take responsibility for their tires and to properly dispose of them. We realize this does not always happen. To help alleviate some stray tires in the neighborhood, the following policy will be followed for cleaning up tires related to neighborhood cleanups.

Your neighborhood should NOT promote or advertise that you are accepting tires at no cost as part of your neighborhood cleanup. You should indicate the costs as listed below on any flyers or newsletters.

If you decide to accept tires, consider requiring individuals to call a number to make arrangements in advance. Only allow a certain number of tires per household.

TIRES cont.

Individuals bringing tires to your collection site should **pay \$2.00 per tire plus \$3.00 if it has a rim, a total of \$5.00.** If it has no rim, just \$2.00. The money you collect should be paid to whomever you arrange to take your tires. Their billing should reflect this along with the name of the Neighborhood Association.

If you do collect stray tires, the cleanup grant will only be able to cover up to \$100 in expenses. Do not advertise that you will only pick up stray tires as this will only encourage people to illegally dump them in the alleyway, etc. Tires on private property should not be picked up unless the owner of the tires pays the fees as outlined above.

Any tires collected must remain separate from all other items. The landfill will reject the load and fine the roll-off company which will pass on the charge. The grant will not cover this type of expense.

Call either of the businesses listed below **before** collecting tires to make arrangements and finalize costs. Ask if they could provide a trailer or truck so tires may be separated out.

Graham Tire
Several locations

Lee Pester (permitted and bonded tire hauler)
464-3195, 450-0971

BATTERIES

All batteries should be taken to a battery recycler. Ones marked with an (*) asterisk accept small quantities of any type of battery, except alkaline. Cell phone batteries are usually accepted back by your phone carrier. Call stores directly for additional information.

* Interstate All Battery Center, 1045 No. 27th St, 474-1991

Lead acid only: T.O. Haas Tire Co. all locations
O Reilly Auto Parts all locations
Graham Tire all locations

APPLIANCES

There is only one metal recycler left in Lincoln, Alter Scrap Processing (formerly Neidens). They accept all appliances, **HOWEVER**, there is a charge for appliances that use Freon. Appliances that don't use Freon are free. No appliances should go to the landfill.

Individuals wishing to get rid of an appliance that uses Freon, **MUST pay \$7.50**, even if the lines are cut or broken. It is against the law to release Freon into the air. This money must be paid to Alter when the appliances are delivered. **The grant will not cover charges made for disposing of appliances at the landfill or at Alter Scrap for ones that use Freon.**

Freon must be removed by a licensed operator using specialized equipment. A special tag must be affixed to the appliance that has had Freon removed indicating the date it was removed and the name of who reclaimed the Freon. Items containing Freon include freezers, refrigerators, dehumidifiers, and air conditioners.

Altar Scrap Processing (Call for information)
525 'N' Street
476-3306

PAINT

Paint may not be disposed of through the cleanup program. Paint should never be poured into the storm drain or onto the ground. If a paint can is completely empty and dried out with the lid removed, the can may be recycled with other steel cans. Some organizations in town will accept good, useable latex paint. A brochure listing some of these groups is enclosed. Please call them first.

PAINT cont.

Latex Paint

If only a little latex paint remains in the can, it may be dried out by leaving the lid off and placing the can in an out-of-the way location. The can, with the lid removed, may then be placed in your household trash once the paint is dry. To help larger quantities of latex paint dry out, the paint may be poured over cat litter, sawdust or an oil-dry type product a little at a time. Once dry, it may be disposed of with your household trash. Or, use it up on the walls you are painting. A Latex Paint Exchange for **good, useable paint** will be held on Saturday, May 20, 2006, at Pfizer from 9:00 a.m. - 1:00 p.m.

Oil Based Paint

Because of its solvent content, oil based paint is considered hazardous and should not be dried out or disposed of in your trash. Oil based paint should be brought to a Household Hazardous Waste Collection. Call 441-8040 for dates and locations.

MOTOR OIL

Used motor oil must not be disposed of through the cleanup program. There are many sites in town that accept used motor oil. A list is provided for your convenience. Please call these locations first to learn of their requirements. Motor oil should never be dumped into the storm drain or onto the ground. It is illegal to do so and violating the law carries a fine.

XI. OTHER MATERIALS

BRUSH

Because of its small size, brush does not make good chips. Therefore, we ask that your neighborhood cleanup avoid accepting brush. Residents should be encouraged to put brush that is one (1) inch in diameter or less in small bundles with their yard waste (grass and leaves) for collection by the refuse hauler, if they have that service, otherwise it may be placed with their regular household trash.

Yard waste (grass and leaves) may not be collected as part of the cleanup effort. Roll-offs containing yard waste will be rejected at the landfill and the neighborhood association will be responsible for paying any fine or charge made by the landfill.

Brush Coupons are available through the Lincoln-Lancaster County Health Department. The neighborhood president or representative must call 441-8035 at least **two working days in advance** to request coupons and arrange to pick up the coupons. An initial allotment of 20 coupons may be requested. Additional brush coupons may be requested after June 1.

If your neighborhood feels that brush or tree trimmings must be accepted as part of your cleanup, then a specific roll-off should be dedicated to brush and tree trimmings only. The designated roll-off should be staffed at all times and the material trimmed to fit into the container more easily. **A brush coupon MUST be provided to the driver to present to the gate house to avoid being charged.**

CONCRETE RUBBLE OR ASPHALT

Clean concrete rubble with no re-bar or wire should be recycled at one of the following businesses. Please call to make delivery arrangements and confirm their requirements.

Cather and Sons
464-2113
Concrete & Asphalt
no charge

Dobson Bros.
467-3634 (Lynn)
Concrete & Asphalt
no charge

XII. FLUORESCENT LIGHT BULBS

Fluorescent light bulbs contain mercury and should not be broken or disposed of in one's regular trash or as part of the cleanup. At this time, individuals with fluorescent light bulbs should **bring them to a Household Hazardous Waste Collection**. It is not recommended that an individual collect them from others in the neighborhood to bring to a collection unless it would be from someone who is unable to bring them themselves. Only fluorescent light bulbs from private homes are accepted at a Household Hazardous Waste Collection, no business waste is accepted.

XIII. OTHER RECYCLABLE ITEMS

Other items that are recyclable (aluminum, newspaper, magazines steel cans, milk jugs, plastic soda bottles, etc.) should be taken to either a city drop-off site or to one of the recycling businesses in town. **Scrap metal should also be recycled at Altar Scrap Metal**. City drop-off sites and several recycling businesses are listed in the phone book's blue pages on pages 42, 43, and 44 in the Alltel Phone Book.

XIV. GENERAL COMMENTS

All cleanups must include the **removal of illegally posted signs on utility poles, removal of signs placed in the Right of Way** and the **picking up of miscellaneous litter** that might be scattered on the street, along a curb or on the public right of way. This is an important piece of your neighborhood cleanup so your neighborhood will look clean to those driving through or visiting your neighborhood.

The majority of what is collected as part of a neighborhood cleanup may go out with one's regular trash. Please encourage your neighborhood residents to get rid of their items on a regular basis with their regular trash service instead of waiting for a neighborhood cleanup. It will not only keep your neighborhood look cleaner year round but it will help in keeping costs within the smaller budget.